

CNIPS Application Packet Quick Reference Guide

Version: Sponsor

School Year: 17-18

Sponsors

The National School Lunch Renewal Application Packet is now available in [CNIPS](#). Please utilize this guide to complete the application packet. Do not hesitate to contact your approving consultant for additional assistance.

Important Dates	CNIPS will open on: 6/5/17 Applications must be submitted by: 6/30/17
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Sponsor Application

Sponsor Application	<i>Notes for Sponsors</i> <i>Please keep in mind that much of the information will be prepopulated from last year, so you will need to review for accuracy and completeness.</i>
School Dates of Operation	Operational Dates Rollover will automatically put 7/1/17 – 6/30/18. You will need to manually put SY calendar dates for the actual first day and last day of school for students.
Superintendent/Sponsoring Official	Street Address- Must be a physical address; cannot be a P.O. Box Mailing address- Can be a P.O. Box
Child Nutrition Director	Ensure this information is correct as this will be used for all SCN communication.
Menu Planner	This is the designated person that prepares the menus for purposes of KRS 158.852. If this person is the same as the child nutrition director, you may check the box to populate those fields.
Claim Preparer	This is the designated person that prepares the monthly claim and gets notifications regarding the claims.
Community Eligibility Provision Participation	Choose if you will be participating in Full CEP, Partial CEP, or not participating in CEP. If you choose Full CEP, this will gray out fields below that are not necessary to complete.

Hearing Official	This should not be the same contact as the determining official. Not necessary if full CEP.
Determining Official	This is the designated person who determines eligibility of meal benefits. All sponsors must designate a Determining Official. This includes Full and Partial CEP due to direct certification.
Verifying Official	This can be the same as the determining official. Not needed if full CEP.
Verification Method	Please indicate which method you request to use. You can reference your previous year approved Verification Report in CNIPS to locate the method in which you are approved to use. Sponsors who are Full CEP will mark "No Verification to be performed".
Confirming Official	Remember Confirming Official and Determining Official cannot be the same person. Not necessary if full CEP.
Procedures	<p>Policy Statement – Please note if your policy statement has been amended with a substantive change to be implemented this program year. If you have had a substantive change, you will work with your approving consultant for approval of the change.</p> <p>Production Record - Choose one of 3: State Prototype, InTeam or Other. If Other is chosen, you will need to upload this to checklist items to be approved.</p> <p>Charge Policy- Per SP 46-2016, all SFA's must have a district wide charge policy.</p>
Eligibility Information	<p>Household Application – If you use an application other than the current School Year USDA prototype (minor modifications are allowable to the prototype (such as adding district name, etc.), you will need to submit for approval.</p> <p>Prototype Forms – Do you currently use all prototype forms? You may click the question mark to view these forms. If you do NOT use the prototype forms, you will need to upload those into attachments for approval. Please note that formatting and font changes are not material changes and do not warrant submission.</p> <p>Scanned Applications- Do you use scanned applications for free and reduced application processing?</p>

	<p>Online Applications- Do you use online applications for free and reduced applications?</p> <p>Processing of Free and Reduced Price Applications- Do you use electronic software to process applications? If so, list the name of the system.</p> <p>Meal Counting and Claiming- Do you use an electronic system for counting and claiming meals to submit for reimbursement? If so, list the vendor and product name.</p> <p>Effective date of eligibility for household applications or direct certification data – if you choose yes to either of these items you must have this included in your meal counting and claiming procedures on how this will be handled in your district.</p>
Residential Child Care Institution (RCCI) Only	Only for RCCI sponsors
Food Service Management Company (FSMC)	FSMC Q 45-49. If not applicable, skip questions.
Vended Meals	Vended Meals Q 50-53. If not applicable, skip questions.
Additional Areas	<p>Attendance Factor – This percentage should be obtained from your DPP. The percentage from your DPP should also match what is in your POS and be in a whole number format.</p> <p>Safety Net Lunch – This section is populated for the sponsor from prior year claims. If a sponsor has a free and reduced rate greater than 60%, then they are eligible for Safety Net reimbursement.</p> <p>Certification – You must check this box certifying the information is both current and correct</p>

Site Application(s)

Site Application	
Program Information	Choose the programs in which the site participates.
Site Contact	Enter site cafeteria manager and contact information.
Physical Address	This address should be a physical address; no P.O. Boxes
Participation Information	<p>Participation Information, Questions 9-10; If answering yes to Question 9 for a new site, Question 10 will remain blank. Question 10 data will prepopulate this year for pre-existing sites.</p> <p>Select Grades – Check all grades for which reimbursable meals are claimed for at this site.</p> <p>Kitchen type – Select kitchen type; Pre-packaged satellite, bulk satellite, central kitchen, on-site prep, vended meal, FSMC, vending machine meal service or combination.</p>
Pricing Information	<p>Pricing – If CEP, then paid and reduced prices should be zero with “Non-Pricing CEP” selected. In all instances (CEP or non-CEP) adults must still be charged for a meal. The pricing amount for paid meals should be established by the use of the Paid Lunch Equity Tool for the current school year. The pricing amount for the paid meals will be compared to the current Paid Lunch Equity Tool to ensure compliance has been met. When selecting Non-Pricing Universal Free this will trigger a checklist item Universal Free Intent Form to populate in the checklist.</p> <p>Adult Meal Pricing: Remember, the SFA must have a minimum price that meets or exceeds one of the following formulas based on program type:</p> <ul style="list-style-type: none"> ○ Pricing: commodity value + full paid student lunch price + any additional federal reimbursement (six cents, safety net, etc.) ○ Non-Pricing: commodity value + free federal reimbursement + any additional federal reimbursement (six cents, safety net, etc.) ○ Mixed districts- best practice would be to choose the higher of the two prices if one district price is established.

Community Eligibility Provision	This information will be prepopulated. It will be pulled from the April 1 reporting. If you add a new site, this will open up where you will have to input this information.
<i>Section A – National School Lunch Program (NSLP)</i>	
Months of Operation	This should be reflective of the months in the SY 17-18 calendar that site is in operation
Days of the Week	These are the days meals served and claimed for reimbursement.
Meal Service Times	This is the time lunch begins to the end time of last lunch meal service. (Make sure between 10 am and 2 pm. If outside these times they must have a waiver.)
Offer vs. Serve	Yes or No. It is mandatory for High School Lunch.
Grades offering OVS for Lunch	What grades are utilizing OVS? (Mandatory for grades 9-12 at lunch)
Menu Planning Method	Only one option: Traditional FBMP
Points of Service	Sponsors should report of number of points of service. This will be number of computers/registers as well as points of service utilizing check off rosters.
Provisional Options	CEP, Provision 2, etc.; For CEP sponsors, since serving both breakfast and lunch, then both breakfast and lunch must be marked as “CEP” in order for the site to be listed on the CEP Schedule.
Meal Counting and Claiming	<p>Select the collection procedure utilized at the point of service for student meals.</p> <p>Here are a few helpful tips on how to answer:</p> <ul style="list-style-type: none"> - Verbal identifier entered in the POS system to allow each participant’s meals to be recorded on the roster by category- free, reduced-priced or paid. (This can also include student saying their name or pin number at the POS and the cashier entering that information into the POS software system.) - Coded ticket, token, or identification (ID) card presented at the POS to allow each participants meal to be recoded on the roster by category- free, reduced-priced or paid. (This can also include student presenting a card at the

	<p>POS and the cashier entering that information into the POS software system).</p> <ul style="list-style-type: none"> - Coded bar line card for scanning at the POS system to allow each participants meal to be recorded on the roster category- free, reduced-price or paid. (This can also include POS software systems as well as rosters.) - Coded number typed into a keypad system to allow each participants meals to be recorded on roster by category- free, reduced-price, or paid. (This can also include POS software systems as well as rosters.) - Another individual identifier such as electronic thumbprint or biometrics is entered by the student- the system is designed so that the use of the identifier records the meal on the roster by category- free, reduced-price or paid. (This can also include POS software systems as well as rosters.)
Section B – School Breakfast Program (SBP)	
Months of Operation	This should be reflective of the months in the SY 16-17 calendar that site is in operation
Day of the Week	These are the day’s meals served and claimed for reimbursement.
Meal Service Times	This is the time breakfast begins to the end time of last breakfast meal service.
Offer vs. Serve	Yes or No. Breakfast is not mandatory for any age/grade group.
Grades offering OVS for Breakfast	What grades are utilizing OVS? (Not mandatory at breakfast)
Menu Planning Method	Only one option: Traditional FBMP
Points of Service	Please report number of points of service. This will be number of computers/registers as well as points of service utilizing check off rosters such as breakfast in the classroom.
Provisional Options	CEP, Provision 2, etc.; For CEP sponsors, if serving both breakfast and lunch, then both breakfast and lunch must be marked as “CEP” in order for the site to be listed on the CEP Schedule.
Meal Counting and Claiming	<p>Select the collection procedure utilized at the point of service for student meals.</p> <p>Here are a few helpful tips on how to answer:</p>

	<ul style="list-style-type: none"> - Verbal identifier entered in the POS system to allow each participant's meals to be recorded on the roster by category- free, reduced-priced or paid. (This can also include student saying their name or pin number at the POS and the cashier entering that information into the POS software system.) - Coded ticket, token, or identification (ID) card presented at the POS to allow each participants meal to be recoded on the roster by category- free, reduced-priced or paid. (This can also include student presenting a card at the POS and the cashier entering that information into the POS software system). - Coded bar line card for scanning at the POS system to allow each participants meal to be recorded on the roster category- free, reduced-price or paid. (This can also include POS software systems as well as rosters.) - Coded number typed into a keypad system to allow each participants meals to be recorded on roster by category-free, reduced-price, or paid. (This can also include POS software systems as well as rosters.) - Another individual identifier such as electronic thumbprint or biometrics is entered by the student- the system is designed so that the use of the identifier records the meal on the roster by category- free, reduced-price or paid. (This can also include POS software systems as well as rosters.) - Tally Sheet (Allowable for approved participating CEP sites only)
Section C – Afterschool Care Program (ASCP)	
Months of Operation	This should be reflective of the months in the SY 16-17 calendar that snack site is in operation
Day of the Week	These are the days snacks are served and claimed for reimbursement. The approved program must be in session on these days.
Snack Service Times	This is the time snack begins to the end time of snack service.
School Day Ending Time	Snack must occur after the end of the official school day.
Description of Afterschool Program	Please describe the program. Make sure to list the educational or enrichment activities.

F/R Percentage for site:	<p>Attendance Area Eligible – Site should have F/R percentage greater than 50%.</p> <p>Attendance Area Eligible – based on another school. Example, ABC Middle’s F/R percentage is 45%, but ABC Elementary that feeds into ABC Middle is 78%.</p> <p>Non-Area Eligible – Claim based on eligibility status of ASCP Participants.</p>
Afterschool Snack Program Contact	Person that is responsible for program and contact information.
Certification	Check to certify information is both current and correct.

Community Eligibility Provision (CEP) Schedule

SCN will be working with sponsors to determine the most beneficial claiming rate/cycle.

The claiming percentage established using the ISP in the first year for an LEA, group of schools, or an individual school is valid for a period of four years. If the ISP increases during the 4-year cycle, a new cycle can be started using the new ISP. With the scheduler, the system will choose the most optimal ISP/year for your claiming rate, however your consultant will work with you closely to determine what works best for your district.

Cycle Year: This is the first year of the CEP four year cycle.

Do Not Change Mode.

Data Year: This information pulls from April 1 data (CEP reporting) and establishes the claiming rate for Application Packet year. The information will come from the April of that School Year.

Summary Total Sites: 3

Mode: ☒ Auto

Group Name	Show Detail	Nbr of Sites	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	3	2015-2016	2014-2015	697	1,421 ↑	49.05	78.48	21.52

Group Count: 1 ▼

Remember, you will need to “assign” schools to a group or mark them as individual.

ISP Validation Process

If you are resetting your claiming rate due to new participation, regrouping or end of cycle, you will need to submit your April 1, 2017 data for validation. Your approving consultant will be in touch with your regarding this process. However, you will need to have all original documentation (from your Point of Sale) from April 1, 2017. This information will be submitted to SCN for verification.

April 1st Recordkeeping Instructions for Number of Identified Students-Student Level Data and Enrollment

1. SFA will maintain documentation by site/school in Excel worksheet(s). Documentation includes student level data that supports the summary totals reported in CNIPS for April 1st reporting.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Select sites are eligible for CEP						
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
1004	[REDACTED]	382	444	86.03 %	X	

2. The Excel Worksheet(s) should contain the following information:
 - Worksheet supporting Number of Identified Students (or DC): student name (2 cells if possible for first and last name), SSID number, Date of Eligibility, Type of Eligibility (SNAP, Medicaid, etc.) and School Name.
 - Worksheet supporting enrollment: student name (2 cells if possible for first and last), SSID number and School Name.
3. Save the file as ISP_District_SchoolName and Enrollment_District_SchoolName, respectively.
4. The file will be uploaded to CNIPS during the NSLP Application process in Application Attachments for SY 17-18.
5. Original POS reports/documentation that support the Excel worksheets **must** also be maintained at the district level.

Checklist Summary

Name of Form	Instructions and Helpful Hints
PLE Worksheet	Select approved for CEP sponsors
Procurement Certification	
Civil Rights Questionnaire	Cannot be typed/stamped signature
Indirect Costs	
CEP Intent to Participate	Will only appear if sponsor selects CEP in Sponsor Application
Policy Agreement with Signature Page	

Attachment List

- ✓ All PLE waivers will be uploaded to the attachment list.
- ✓ Policy statement forms will be uploaded here for approval.